Concluding the Assessment

TASK 1 — Record the Results of the Session on the Administration Schedule

After accounting for all assessment booklets, record the appropriate Administration Codes on the Administration Schedule in column "M." The codes are grouped according to student participation status and are also listed on the right-hand side of the Administration Schedule. The codes must be assigned accurately. The guidelines for using them are listed below.

Assessed Students - Original Session

10 = Assessed in original session. In session full time.

11 = Assessed in original session. In session full time but no responses in booklet.

12 = In original session part time. Student left and did or did not return. Specify the reason on the booklet cover (e.g., restroom, student refusal after starting booklet).

13 = Original session incomplete. Specify the reason. Use this code when the session was interrupted and no student was able to complete the booklet (e.g., fire drill).

14 = Other, specify on cover. Use this code for any situation that is not covered by codes 10-13 (e.g., the discovery of a page missing from a booklet). Explain fully on the booklet cover.

Assessed Students - Makeup Session

20 = Assessed in makeup session. In session full time.

21 = Assessed in makeup session. In session full time but no responses in booklet.

22 = In makeup session part time. Student left and did or did not return. Specify the reason on the booklet cover (e.g., restroom, student refusal after starting booklet).

23 = Makeup session incomplete. Specify the reason. Use this code when the makeup session was interrupted and no student was able to complete the booklet (e.g., fire drill).

24 = Other, specify on cover. Use this code for any situation that is not covered by codes 20-23 (e.g., the discovery of a page missing from a booklet) Explain fully on the booklet cover.

Absent Student Codes

40 = Temporary absence (less than 2 weeks). Student is temporarily not in school due to illness, disability, or excused absence.

41 = Long-term absence (2 weeks or more). Student has been absent from school 2 weeks or more due to an illness or disability.

42 = Chronic truant. Student attends school occasionally, if ever.

43 = Suspended or expelled from school. Includes in-school suspension.

44 = In school, did not attend session. Use if student was known to be in school on day of assessment but, for example, was not released by teacher.

45 = Disruptive behavior. Student was in school but not notified of assessment because of disruptive behavior.

46 = Parent refusal. Parent officially notified school that he or she refuses to allow student to participate in the assessment.

47 = Student refusal. Student refused to participate in the assessment before being given an assessment booklet.

48 = Other, specify on cover. Use this code for any absence not covered by codes 40-47. Specify reason on the booklet cover (e.g., student came to room after session started).

Other Student Codes

51 = Withdrawn. Student is no longer enrolled in the school.

52 = Unassigned booklet. Use this code for any booklet not used because the booklet was not assigned to a student. If a student is assigned an accommodations booklet, the original preassigned booklet should receive this code.

55 = Ineligible. Use this code for a student who was not eligible for the assessment (e.g., not in the grade being assessed or foreign exchange student). Explain fully on the booklet cover how you determined the student was ineligible.

56 = Not in sample (NIS) student. Use this code for any student who was not sampled but was assessed at the convenience of the school.

Reasons for Exclusion

Record the reason any student with a disability or limited English proficiency was unable to be included in the assessment.

60 = SD-cannot be assessed. Apply to any student whose IEP states he or she cannot be tested or

whose cognitive functioning is so limited that the student cannot be included in the assessment even with an accommodation.

61 = SD-required accommodation not offered. Apply to any student requiring an accommodation that NAEP does not offer.

62 = LEP-cannot be assessed. Apply to any student whose IEP states he or she cannot be tested or whose cognitive functioning is so limited that the student cannot be included in the assessment even with an accommodation.

63 = LEP-required accommodation not offered. Apply to any student requiring an accommodation that NAEP does not offer.

64= SD/LEP-cannot be assessed. Apply to any student whose IEP states he or she cannot be tested or whose cognitive functioning is so limited that the student cannot be included in the assessment even with an accommodation.

65 = SD/LEP-required accommodation not offered. Apply to any student requiring an accommodation that NAEP does not offer.

66= Other, specify on cover. Student excluded for some other reason. Write an explanation on the student's booklet cover.

Students Assessed with Accommodations

Students assessed with special accommodations should always be assigned these codes instead of codes 10-14 or codes 20-24.

71 = Bilingual booklet/Science glossary. Extended time is assumed. Students using the bilingual booklet are usually in small group or one-on-one sessions.

72 = Bilingual dictionary. Extended time is assumed.

73 = Large-print booklet. Extended time is assumed. Use of special equipment such as a magnifying device is acceptable. Usually these sessions are small group or one-on-one.

74 = Extended time in regular session.

75 = Read aloud in regular session.

76 = Small group. Extended time is assumed. Directions/questions read aloud is acceptable.

77 = One-on-one. Extended time is assumed. Assistance in recording answers is acceptable. Directions/questions read aloud is acceptable.

78 = Scribe or use of computer. Used to record student answers. Extended time is assumed.

79 = Other, specify on booklet cover.

Complete the Administration Schedule

It is very important that the summary information at the top of the Administration Schedule be recorded accurately.

A. Enter the Number Absent

On the line labeled **"# Absent,"** enter the total number of students who were to be assessed but who did not participate in the assessment session at all. This number includes students who are absent on assessment day, who refused to participate (either before the session or in the session but before receiving a booklet), and students who arrived at the session too late to participate. It does not include withdrawn, ineligible, or excluded students.

B. Enter the Number Assessed

On the line labeled **"# Assessed (Original Session),"** enter the number of students who were present for the assessment and received a booklet.[1] Students who attended the session, received a booklet, but later refused or did not record any answers should be included as assessed. **This number should also include any students assessed separately in an accommodation session.**

C. Verify Totals

Check to make sure that you have accounted for all students by adding the number absent to the number assessed. This total should equal the number to be assessed, as shown here.

	NAEP 2000 The Nation's Report Card		
	30	# Original Sample	
+	01	# New Enrollee Sample	
=	31	**Total in Sample**	
-	2	# Withdrawn & Ineligible (Admin. Codes 51 & 55)	
	1	# Excluded (Admin. Codes 60-66)	
	028	**TO BE ASSESSED**	

2000 State Administration Schedule

Grid if Makeup Held   Makeup Date   ◯

	2	# Absent (Hold Makeup if 4 or more absent)
+	26	# Assessed (Original Session)
		# Assessed (Makeup Session)
=		**TOTAL ASSESSED**

Session Number
MA0801

"J"   "K"   "L"   "M"   "N"   "O"

1 Very rarely, a student who is not in the sample may be included for the school's convenience. These students are not included in the assessment summary counts on the Administration Schedule. Their booklets receive an Administration Code of "56 (Not In Sample)." If an assessed student is determined later to have been ineligible, the counts for "# Withdrawn or Ineligible," "TO BE ASSESSED," and "# Assessed" should be changed and the booklet given an Administration Code of "55."

D. Schedule a Makeup Session, if Necessary

If four or more students were absent (not counting student and parent refusals), you must schedule a makeup session as described in Task 5 in this chapter. Only one makeup session will be held for each subject.

E. Enter Total Assessed

If fewer than four students were absent, you will not need a makeup session. Enter the number assessed on the **"TOTAL ASSESSED"** line to complete the Administration Schedule, as shown below.

NAEP
2000
The Nation's
Report Card

2000 State Administration Schedule

Grid if
Makeup Held   Makeup Date
◯   _____

	_30_	# Original Sample
+	_01_	# New Enrollee Sample
=	_31_	**Total in Sample**
-	_2_	# Withdrawn & Ineligible (Admin. Codes 51 & 55)
	_1_	# Excluded (Admin. Codes 60-66)
	_028_	**TO BE ASSESSED**

	_2_	# Absent (Hold Makeup if 4 or more absent)
+	_26_	# Assessed (Original Session)
	____	# Assessed (Makeup Session)
=	_026_	**TOTAL ASSESSED**

Session Number
MA0801

"J"   "K"   "L"   "M"   "N"   "O"
If   **Original**   Acc...tion...   ...dmin.   Atten...   C...

TASK 2 — Code the Booklet Covers

There must be a booklet for every student listed on the Administration Schedule regardless of whether the student was assessed. The front covers of all assigned booklets must be coded completely and accurately. All of the information to be coded on the booklets, except teacher and period number, comes from the Administration Schedule. Therefore, it is helpful if the booklets are arranged in that same order. If the booklets for assessed students were collected in Administration Schedule order, you only need to add back in the original booklets assigned to accommodated students, the absent, refusal, withdrawn, ineligible, and excluded students. As you code information from the Administration Schedule, always confirm that the ID number on the booklet matches the ID number on the Administration Schedule.

If a student was assigned an accommodation booklet, the original preassigned booklet with an Administration Code of "52" does not need any other information recorded. The cover of the accommodation booklet should be completely filled in, including the appropriate Administration Code, 71-79 or 40-48, if the student was absent. Place the accommodation booklet in the stack behind the booklet originally assigned to the student.

For any student offered the extended time accommodation, verify that the time the student used to complete the cognitive sections was entered and gridded in the **"ADMIN USE ONLY"** box on his/her booklet cover, even if the student did not take extra time.

The booklets that were not assigned to students must be accounted for as well. On each Administration Schedule, enter a "52" (unassigned book) in column "M" for every booklet that was never assigned to a student. The front cover of any unused booklet from an open bundle must also be marked with an Administration Code of "52;" there is no need to enter any other information on those booklet covers. If you are left with an unopened bundle of booklets, breaking the seal in order to mark those booklets unused is not necessary.

The information to be coded on the booklet covers is shown on the following page. If the students did not record the NAEP school ID number during the session you will need to do so.

An example of a coded booklet cover can be found on page 80.

If a makeup session is needed, set aside the booklets and materials for the absent students, holding them for the makeup as described in Task 5 of this chapter. These booklets will be coded after the makeup session.

Code Information on the Front Cover of the Booklet

Box	Content	Codes
School #	Seven-digit NAEP school ID number	Students enter information on booklet cover. If this information is not entered, you will need to record it.
Teacher	Teacher number	Students record this information.
Period	Period number	Students record this information (grade 8 only).
Birth Date	Student's birth date	Two digits for the month and four digits for year, for example: "06-1986."
Sex	Student's sex	1 = Male 2 = Female
R/E	Student's race/ethnicity	1 = White not Hispanic 2 = Black not Hispanic 3 = Hispanic Heritage 4 = Asian/Pacific Islander 5 = American Indian/Alaskan Native 6 = Other
NSLP	Student's participation status in the National School Lunch Program	1 = Student not eligible 2 = Reduced price lunch 3 = Free lunch 4 = Information not available 5 = Refused 6 = School not participating
Title I	Receiving Title I services	Y = Yes N = No
SD	Student with a disability, an Individualized Education Plan, or equivalent classification	Y = Yes N = No
LEP	Limited English proficient	Y = Yes N = No
Admin. Code	Student's participation status	As listed on pages 73-75

Example of a Coded Booklet Cover

Admin. Schedule Line # __1__

NAEP 2000
The Nation's Report Card

SECTION

2000 Grade 8

1	BM1
2	MB1
3	M4
4	M5
5	M8
5	MB
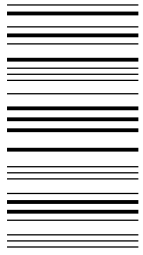
BOOK M110C

School and Teacher Information

SCHOOL #	TEACHER #	PERIOD #
1 6 B 1 0 0 1	0 1	0 2

Birth Date		Sex	R/E	NSLP	Title I	SD	LEP	Admin Code
0 4	1 9 8 6	1	1	2	Y	N	N	1 0

Month	Year	1 = Male 2 = Female							
0 0	1981		1	1	Y	Y	Y	1	0
1 1	1982		2	2	N	N	N	2	1
2	1983		3	3				3	2
3	1984		4	4				4	3
4	1985		5	5				5	4
5	1986		6	6				6	5
6	1987							7	6
7									7
8									8
9									9

110 - 000501 - 7

DO NOT USE

| 0 0 0 |
| 1 1 1 |
| 2 2 2 |
| 3 3 3 |
| 4 4 4 |
| 5 5 5 |
| 6 6 6 |
| 7 7 7 |
| 8 8 8 |
| 9 9 9 |

ADMIN USE ONLY

| 0 0 0 |
| 1 1 1 |
| 2 2 2 |
| 3 3 3 |
| 4 4 4 |
| 5 5 5 |
| 6 6 6 |
| 7 7 7 |
| 8 8 8 |
| 9 9 9 |

A project of the Office of Educational Research and Improvement.
This report is authorized by law (P.L. 103-382, 20 U.S.C. 9010). While you are not required to respond, your cooperation is needed to make the results of the survey comprehensive, accurate, and timely. The information you provide is being collected for research purposes only and will be kept strictly confidential. O.M.B. NO. 1850-0628¥ Approval Expires 06/30/2000

ETS®

TASK 3 Prepare Assessment Materials for Shipping

If you need to hold a makeup session because four or more students (not including refusals) were absent from an original session, schedule the makeup and prepare the materials as described in Task 5.

If your school does not require a makeup session (i.e., fewer than four students were absent from a session), prepare all assessment materials for shipment to NAEP immediately after the session.

A. The Administration Schedules

Make copies of both sides of the completed Administration Schedules for your records. The Administration Schedules are perforated so that you can detach the column of student names. After the names have been removed, you will be left with an 8 $\frac{1}{2}$" x 11" sheet. Ship the original Administration Schedules to NAEP after detaching the student names. Keep the copies of the Administration Schedules and the detached lists of names in the NAEP Storage Envelope.

If the NAEP representative is at your school, you will also need to give him/her a copy of the completed Administration Schedules, **with student names detached**.

B. Complete the Roster of Questionnaires

If any questionnaires have not been returned, make a last effort to collect them. On the roster, fill in the appropriate grids under the heading "Returned" to indicate those questionnaires that are being returned in the shipment and those that are not. Use the prepaid Supplemental Shipping Envelope for mailing questionnaires collected after the materials have been shipped back to NAEP.

Make a complete copy of the Roster of Questionnaires for your records. Then, detach the teachers' and students' names along the perforation. Enclose the original, **without names,** with your shipment of materials.

If the NAEP representative is at your school, you should also make a copy of the roster **without names** for this person.

C. Keep Materials on File

Please keep the completed copies of the roster and Administration Schedules and the tear-off portions with names in the NAEP Storage Envelope until the end of the school year or June 1, 2000, whichever comes first. A postcard will be included in your shipment from NAEP. After you have disposed of the NAEP materials at the end of this school year, please complete and return the postcard indicating that the materials have been destroyed. This is done to provide further assurance that the confidentiality of the students who participated in NAEP will be maintained.

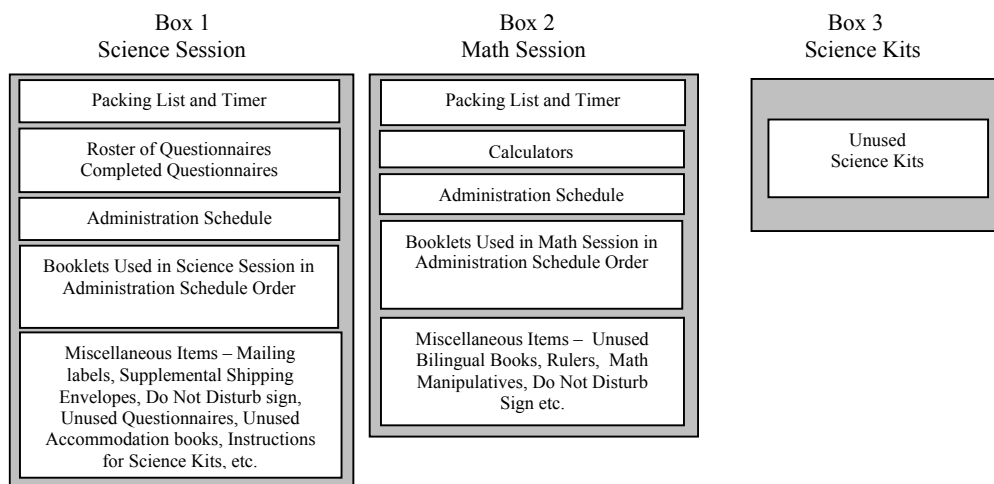## TASK 4   Pack and Ship Assessment Materials

All assessment materials should be repacked in their original boxes and returned to NAEP. You are responsible for preparing the materials for shipping.

Unused science kits should be returned in the box in which they were sent. Please be sure to put some padding in the box to prevent the materials from breaking in transit. Materials from any of the used kits can be kept by the school. The shipment from NAEP will include information about ways to use the leftover science materials. This information is contained in the Science Activities Booklet. The other document with information about the science tasks, the Instructions for Administering the Hands-on Science Tasks, must be returned with the booklets. All used and unused packages of mathematics manipulatives should also be returned with the mathematics materials.
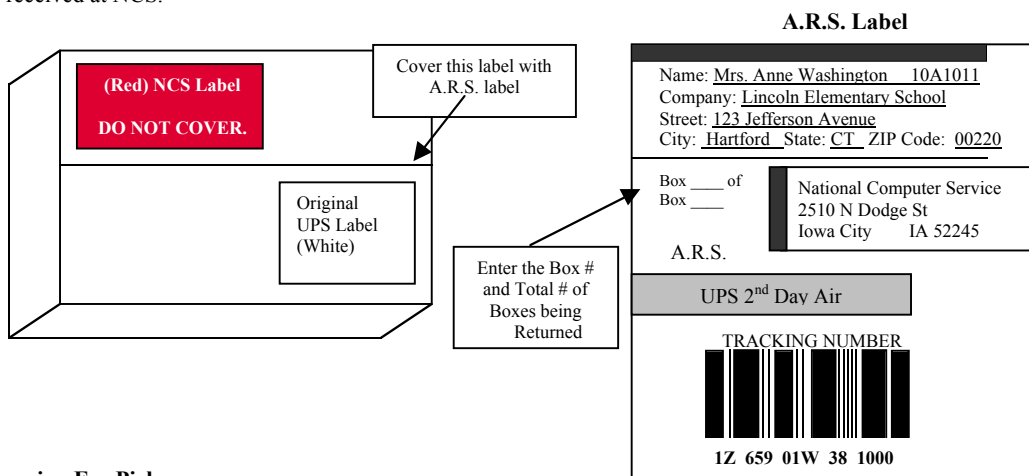
If a NAEP representative is at your school, this person will ship the materials to NAEP. If there is no NAEP representative at your school, you must ship the materials. Complete instructions for packing, labeling, and shipping the materials to NAEP are included in your shipment and are described in the following section.[2]

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[2] *Instructions for packing and shipping materials for American Samoa, Guam, the Virgin Islands, and DoDDS schools will be discussed at assessment administrator training. A separate Return Shipment Diagram will be included in those shipments from NAEP.*

Return Shipment Instructions

Box 1 Science Session	Box 2 Math Session	Box 3 Science Kits
Packing List and Timer	Packing List and Timer	
Roster of Questionnaires Completed Questionnaires	Calculators	Unused Science Kits
Administration Schedule	Administration Schedule	
Booklets Used in Science Session in Administration Schedule Order	Booklets Used in Math Session in Administration Schedule Order	
Miscellaneous Items – Mailing labels, Supplemental Shipping Envelopes, Do Not Disturb sign, Unused Questionnaires, Unused Accommodation books, Instructions for Science Kits, etc.	Miscellaneous Items – Unused Bilingual Books, Rulers, Math Manipulatives, Do Not Disturb Sign etc.	

1. Using the boxes in which the materials were sent to you, place the materials in their original box according to the layout as shown in the diagram above.
2. Use the pillow pack for filler, then close and seal the boxes using the tape provided by NAEP or any other sealing tape.
3. Place the prepaid and preaddressed "UPS Authorized Return Service" (A.R.S.) label provided in your school materials, on each box being returned. Cover the original UPS label with the A.R.S. label. **Do not cover the red label.** *See diagram below.*
4. The A.R.S. label is scannable and cannot be photocopied. Do not make any alterations to the label except to mark the number of boxes. On the "Box ___ of ___" line, see diagram, fill in the number sequence of the boxes being returned. For example, BOX 1 of 3, BOX 2 of 3, etc. These numbers are important because it helps confirm that all boxes are received at NCS.

A.R.S. Label

Cover this label with A.R.S. label

(Red) NCS Label

DO NOT COVER.

Original
UPS Label
(White)

Enter the Box #
and Total # of
Boxes being
Returned

Name: Mrs. Anne Washington   10A1011
Company: Lincoln Elementary School
Street: 123 Jefferson Avenue
City: Hartford   State: CT ZIP Code: 00220

Box ____ of
Box ____

National Computer Service
2510 N Dodge St
Iowa City   IA 52245

A.R.S.

UPS 2nd Day Air

TRACKING NUMBER

1Z 659 01W 38 1000

Arranging For Pickup
- If UPS normally picks up or delivers packages to your school, they will pick up the boxes for return to NCS. Place the boxes in the designated pickup area in your school.
- If UPS does not make regular stops at your school, fax the "Pickup Request Form" (Appendix H), using the following toll-free number: **1-877-899-3493** or call UPS at **1-800-PICK-UPS (1-800-742-5877).**
- If additional assistance is needed, please call NCS at 1-888-627-6237, toll-free, and arrangements will be made for you.

FOR MAKEUP SESSION(S) NOT HELD IN THE SAME SCHOOL WEEK AS THE ORIGINAL SESSIONS:
- If you conducted a math makeup session: Return all makeup materials in the box in which you received the science kits along with any unused kits. Place the calculators not needed for the makeup with the original session materials.
- If you are conducting a science makeup session: Use the box in which you received the science kits to return the booklets and any unused kits.

After the makeup session, follow the directions on this page for returning the materials to NCS.

Starting at the Bottom of the Science Box, Pack:

1. Miscellaneous items (unused questionnaires, unused accommodation booklets and materials, Instructions for Administering Science Kits, Do Not Disturb sign, Supplemental Shipping Envelope, extra mailing labels);

2. Science booklets in Administration Schedule order;

3. Science Administration Schedule;

4. Completed questionnaires and Roster of Questionnaires; and

5. Packing lists and timers.

Starting at the Bottom of the Mathematics Box, Pack:

1. Miscellaneous items (unused questionnaires, unused bilingual booklets, ruler/protractors, additional math materials, Do Not Disturb sign);

2. Mathematics booklets in Administration Schedule order;

3. Mathematics Administration Schedule;

4. Calculators; and

5. Packing list and timers.

The packing lists (placed on top) can be used to verify that you have included all the materials.

Close and seal the box using the tape provided by NAEP or any other packing tape. You will receive a prepaid UPS label to use when returning materials to NAEP. Call 1-800-742-5877 (1-800-PICK-UPS) to arrange for UPS to pick up the package at the school. This telephone number is also printed on the label. If UPS normally picks up or delivers packages to your school, place the boxes in the designated pickup area in your school and UPS will pick up boxes for return to NCS. If UPS does not make regular stops at your school, fax the "Pickup Request Form" using the following toll-free number: 1-877-899-3493 or call UPS at 1-800-PICK-UPS (1-800-742-5877). A copy of the Pickup Request Form was in your supplies and a copy can be found in Appendix H.

If additional assistance is needed, please call NCS at 1-888-627-6237, toll-free, and arrangements will be made for you. There will be no charge to you for shipping these materials.

On the next page is an example of a prepaid shipping label. If the label is not preprinted, complete it by entering the date, your name, the school name with the NAEP ID number, school address, and telephone number. Place the new shipping label over the original label with your school's address. DO NOT remove or obscure the bar codes or other information on the red label that says "Important Materials for NAEP Assessment". DO remove any other extraneous labels.

Write the shipping label tracking information on the inside cover of this manual. Also, be sure to keep your copy of the shipping label in the School Storage Envelope. If a NAEP representative is at your school, he or she will keep the copy of the shipping label.

If you are responsible for shipping the box, it must be sent as soon as possible and **no later than the day after the assessment.**[3] Do not delay the shipment of assessment booklets in order to wait for completed questionnaires to be returned. Questionnaires that are returned to you after the shipment has been sent back to NAEP should be mailed in the Supplemental Shipping Envelope.

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[3] *The only exception to this rule is when a makeup session will be held during the same week as the original session as discussed in the next section.*

Example of a Prepaid UPS Label to Use When Returning Materials to NAEP

UPS DRIVER INSTRUCTIONS: YOU ARE AUTHORIZED TO ACCEPT THIS PACKAGE WITHOUT A PICKUP RECORD

Name: Carol Johnson   16B1001

Company: Central Middle School

Street: 500 Main Street

City: New Bedford   State: MA   ZIP Code: 0 1 3 8 0

Box___ of
Box___

REF #

A.R.S. TO

NATIONAL COMPUTER SYSTEMS
2510 N DODGE ST
IOWA CITY   IA 522459555

UPS 2nd Day Air®   2

TRACKING NUMBER

1Z 659 01W 38 1000 007 9

UPS Authorized Return Service℠

2nd Day Air A.R.S. Tracking Number   REF #/DATE
1Z 659 01W 38 1000 007 9

TASK 5 **Schedule and Conduct a Makeup Session, if Necessary**

A. Schedule the Makeup Session

If four or more students were absent from the original mathematics or science session, a makeup session must be held.

Student and parental refusals must be counted as absences on the Administration Schedule but not in determining the need for a makeup.

It is important that the makeup session be held as soon after the original session as possible, preferably within the same school week. If a NAEP representative was present at the original session, she or he must attend the makeup session as well. Therefore, it is important to schedule the makeup session in coordination with the NAEP representative.

Once the makeup session is scheduled, record the day, date, time, and location in the box at the top of the Administration Schedule, as shown here. The same Administration Schedule will be used for the original and makeup sessions.

Administration Schedule

eduled for: _____

Grid if Makeup Held   Makeup Date
○   _Feb. 7, 2000_

- [# Withdrawn & Ineligible (Admin. Codes 51 & 55)]
[# Excluded (Admin. Codes 60-66)]
_____ TO BE ASSESSED

= _____ **TOTAL ASSESSED**

Session Number
MA0801

"H" If dle I	"I" If SD	"J" If LEP	"K" Original Booklet ID	"L" Accommodation Booklet ID # (Use for Admin Codes 71 & 73 in Math and Science)	"M" Admin. Code		"N" Atten. (√/A)	"O" Admin. Codes
	○	○	110 000501 7		1	O	1 √	**ASSESSED IN ORIGINAL** 10 = In session full time 11 = No responses in booklet
	○	○	111 054006 9		1	O	2 √	12 = In session part time 13 = Session incomplete 14 = Other, specify on cover
	○	○	112 006401 0		5	1	3	**ASSESSED IN MAKEUP** 20 = In session full time 21 = No responses in booklet
	○	○	113 000043 8		1	O	4 √	22 = In session part time 23 = Session incomplete 24 = Other, specify on cover
	○	○	114 073201 0		2	O	5 A	**ABSENT** 40 = Temporary 41 = Long-term 42 = Chronic truant
	○	○	115 000841 2		1	O	6 √	43 = Suspended or expelled 44 = In school, did not attend 45 = Disruptive behavior
	○	○	116 000081		1	O	7 √	46 = Parent refusal 47 = Student refusal 48 = Other,

B. Prepare Assessment Materials

Procedures for handling assessment materials depend on whether the makeup session will occur during the same school week as the original session or at a later time.

1. If the makeup session will occur during the same school week as the original session, hold all assessment materials for shipment to NAEP until after the makeup session. In this case:

   ★ Put the materials used in the original session in the original session box.

   ★ Collect the booklets and any required materials, such as the timer and the "Testing-Do Not Disturb" sign to be used in the makeup session, and place them on top of the original session materials.

   ★ Protect the security of these materials. Give them to the NAEP representative if one attended the original session. The original Administration Schedule and the Roster of Questionnaires with names, however, must remain at the school.

2. If the makeup session cannot be held during the same school week as the original session, ship the materials from the original session immediately. Ship materials from the makeup session separately after the makeup is conducted. Keep a prepaid return shipping label and a box from your shipment of supplies to return the makeup materials. In this case:

   ★ If you are conducting a **mathematics makeup** session, keep enough calculators for that session. Return the calculators not needed for the makeup with the original session materials. Return all makeup materials in the box in which you received the science kits along with any unused kits.

★ If you are conducting a **science makeup session**, use the box in which you received the science kits to return the booklets from the makeup session and any unused kits.

★ Set aside the materials needed for the makeup (the preassigned booklets for the absent students, any required materials, the timer in bubble wrap, and the "Testing-Do Not Disturb" sign).

★ Photocopy the packing lists and keep the originals with the materials for the makeup session.

★ Photocopy both sides of the Administration Schedule, folding it at the perforation so that the names will not be copied and include the copies in the first shipment. The original Administration Schedule should remain intact and at the school until the makeup session is conducted.

★ Pack all materials from the original session according to the instructions in Task 4. Enclose in this shipment the assigned and unassigned booklets (i.e., those not needed for the makeup session), the Roster of Questionnaires without names (or a copy if all questionnaires have not been returned), all questionnaires, the copy of the Administration Schedule (without student names), and the copy of the packing lists.

★ Ship the box to NAEP within 1 day of the original session.

★ If the original session was attended by a NAEP representative, this person will keep the materials needed for the makeup session (except for the Administration Schedule with the students' names and Roster of Questionnaires if all questionnaires have not been returned) and will ship back the materials from the original session.

C. Conduct the Makeup Session and Complete the Administration Schedule

Make every attempt to get the students who were absent to attend the makeup session. Conduct the makeup session following the same procedures as used in the original session. Use the Administration Schedule from the original session and enter the results of the makeup session as follows:

1. Grid in the "Makeup Held" oval and enter the date of the makeup session.

2. Mark students attending the makeup session by putting a checkmark below the diagonal line in the "Atten. (√/A)" column and recording the appropriate Admin. Code (e.g., 20 - 24) in the "Admin. Code" column as shown here.

	"H" If dle l	"I" If SD	"J" If LEP	"K" Original Booklet ID	"L" Accommodation Booklet ID # (Use for Admin Codes 71 & 73 in Math and Science)	"M" Admin. Code	"N" Atten. (√/A)	"O" Admin. Codes
		O	O	110 000501 7		1 O	1 √	**ASSESSED IN ORIGINAL** 10 = In session full time 11 = No responses in booklet
		O	O	111 054006 9		1 O	2 √	12 = In session part time 13 = Session incomplete 14 = Other, specify on cover
		O	O	112 006401 0		5 1	3	**ASSESSED IN MAKEUP** 20 = In session full time 21 = No responses in booklet
		O	O	113 000043 8		1 O	4 √	22 = In session part time 23 = Session incomplete 24 = Other, specify on cover
		O	O	114 073201 0		2 O	5 A √	**ABSENT** 40 = Temporary 41 = Long-term 42 = Chronic truant
		O	O	115 000841 2		1 O	6 √	43 = Suspended or expelled 44 = In school, did not attend 45 = Disruptive behavior
		O	O	116 000081		1 O	7 √	46 = Parent refusal 47 = Student refusal 48 = Other, sp... ...er

State Administration Schedule

eduled for:

Grid if Makeup Held   Makeup Date
●   Feb. 7, 2000

- # Withdrawn & Ineligible (Admin. Codes 51 & 55)
Excluded (Admin. Codes 60-66)
TO BE ASSESSED

= TOTAL ASSESSED

Session Number
MA0801

3. Complete the box at the top of the Administration Schedule:

★ Enter the number of students assessed in the makeup session on the **"# Assessed (Makeup Session)"** line.

★ Add the numbers assessed in the original and makeup sessions to obtain the **"TOTAL ASSESSED."**

The box at the top of the Administration Schedule, after the makeup session has been completed, is shown here. Note that you do not change any of the counts for the original session.

Reminder: Students assessed in separate accommodation sessions should be counted with the **"# Assessed (Original Session)"** and not the **"#Assessed (Makeup Session)."**

	_30_	# Original Sample		_04_ # Absent (Hold Makeup if 4 or more absent)
+	_01_	# New Enrollee Sample	+	_24_ # Assessed (Original Session)
=	_31_	**Total in Sample**		_03_ # Assessed (Makeup Session)
-	_2_	# Withdrawn & Ineligible (Admin. Codes 51 & 55)	=	_027_ **TOTAL ASSESSED**
	_1_	# Excluded (Admin. Codes 60-66)		**Session Number**
	_028_	**TO BE ASSESSED**		MA0801

tate
n Schedule

akeup Date

Feb. 7, 2000

D. Code the Booklet Covers

Code the booklet covers for students invited to the makeup session as described on page 79 of this chapter.

E. Copy the Administration Schedule and Roster of Questionnaires

Make a copy of the complete Administration Schedule and Roster of Questionnaires for your records. Then, detach the student names along the perforation. A copy (with student names detached) should be given to the NAEP representative if he or she attends the makeup session. Ship the originals (without names) to NAEP.

F. Pack and Ship All Materials

If the makeup session was held during the same school week as the original session, then all assessment materials will be packed and shipped together, as described in Task 4.

If the makeup session will be held in the week after the original session, the materials used in the makeup session must be shipped via UPS immediately after the makeup is held. Follow the directions on page 83 to return the makeup materials to NCS. (The materials from the original session should have been sent to NAEP immediately after that session.) The second UPS label included in your supplies should be used for returning the makeup materials. Please be sure to record the date, your name, the school's name and address, and the NAEP school ID number on the label. Keep your copy of the shipping label in the School Storage Envelope.

If a NAEP representative is at your school for the makeup session, that person will ship the materials. If a NAEP representative is not at your school, you are responsible for shipping the materials within a day of the makeup session.

TASK 6 — Ship Materials Used in Accommodation Session Held After Original Session

If a separate one-on-one or small group session is scheduled for later in the same school week as the original session, you should hold the entire NAEP shipment until after the accommodation session is conducted. After the accommodation session, place the accommodation booklet behind the student's preassigned booklet in the stack (which should be in Administration Schedule order). Follow the packing procedures as described in Task 4. If a NAEP representative visited your school for the original session, he or she will return to the school to observe the accommodation session.

If the accommodation session was not held during the same school week as the original session, set aside the materials needed for the accommodation session and ship the original session materials back to NAEP. You should follow the procedures described in Task 5, Sections B, D, E, and F.

TASK 7 — Be Prepared to Discuss the Sessions with the NAEP Representative

After the sessions, the NAEP representative will discuss the sessions with you to obtain your comments and suggestions for the planning of future assessments. If the NAEP representative did not attend your sessions, he or she will call you within 3 days after the scheduled assessment date to review the sessions and to obtain your suggestions and comments.

TASK 8 — Retain the School's Copies of the Administration Schedules and the Roster of Questionnaires

Retain the school's copies of the Administration Schedules and the Roster of Questionnaires in the NAEP Storage Envelope until the end of the school year. Since questions may arise when the shipment of materials is received by NAEP, it is important that you have your copies of the forms available for reference.

Please remember to mark your calendar to dispose of the materials on June 1, 2000, or the end of your school year, whichever comes first. Return the postcard to indicate that this has been done.